



City of Lemon Grove Employment Opportunity

Associate Planner/Senior Planner

Deadline: Friday April 22, 2016 at 5:30 p.m.

MONTHLY SALARY RANGE: Associate Planner: **\$5,303.38 - \$6,446.29**

Senior Planner: **\$5,568.55 - \$6,768.61**

SUMMARY

Under general supervision, performs a variety of professional planning functions; involving current and advance planning programs and special projects, and provides assistance to the Principal Planner and Development Services Director.

TYPICAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in implementing City Council's annual goals.
- Assist in the development and implementation of the City's General Plan objectives.
- Serve as project planner in current and advanced planning projects. Assist, review, analyze, and process applications for planning permits (e.g., subdivision use permits, variances, zone reclassifications and General Plan amendments).
- Conduct building plan and engineering permit reviews for compliance with zoning regulations and planning matters.
- Prepare and processes environmental review on proposed projects.
- Assist in the evaluation of environmental impact reports for accuracy and sufficiency and prepare reports and recommendations thereon.
- Assist in the preparation of grant applications and manages grants awarded.
- Participate in assisting the public at the front counter; receives, review and approve development applications and proposals, confer with and advise contractors, developers, architects, engineers and the general public.
- Assist in the development of City ordinances and policies relating to zoning and planning.
- Conduct field inspections, review development sites to ensure code compliance related to development requirements, recommend improvement and rehabilitations programs.
- Research and prepare written staff reports on planning matters including zonings, environmental impact reports, parcel maps, tentative subdivision maps, planned unit developments, conditional use permits, and variances.
- Prepare and conduct presentations and make recommendations and answer questions from the City Council, appointed groups, and the general public. Interpret City codes and ordinances
- Attend various committee meetings. Serve as liaison to the general public and outside organizations.
- Assist in the preparation of comprehensive planning documents.
- Instruct and check the work of less-experienced planning staff.

- Oversee the work of consultants; draft requests for proposals or qualifications; monitor consultant contracts and project budgets.
- Respond to issues and questions from the City Manager.
- Provide professional customer service.
- Coordinate with staff, appointed groups, consultants and the general public.
- Prepare graphics and research documents related to planning and economic development.
- Assist the Code Enforcement, Engineering, and Storm Water Divisions in zoning related matters.
- Write memoranda and correspondence as required.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE AND LICENSES

Associate Planner:

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in Planning, Civil Engineering, Architecture, Landscape Architecture or Public Administration or a related field; and
- Two years of municipal planning experience, or equivalent.
- AICP and GIS experience is highly desirable.

Senior Planner:

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in Planning, Civil Engineering, Architecture, Landscape Architecture or Public Administration or a related field; and
- Five years of municipal planning experience, or equivalent.
- AICP and GIS experience is highly desirable.
- Master's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Landscape Architecture or Public Administration is highly desirable.

SELECTION PROCESS

Following a review of applications submitted, the most qualified applicants will be selected to interview for an appraisal of experiences, training and qualifications. Interviews will be held the week of May 2, 2016.

FINAL FILING DATE

A completed City application is required for consideration. Resumes will not be accepted in lieu of a completed application. Applications may be filed online at <http://lemongrove.ca.gov/about-us/employment-information/current-job-opportunities> . Any questions can be directed to the Human Resources Department crussell@lemongrove.ca.gov or 619-825-3848.

Applications must be received before 5:30 p.m. on Thursday April 22, 2016.

THE CITY OF LEMON GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Lemon Grove does not discriminate on the basis of race, color, national origin, sex, religion, age marital status or disability. Should you require accommodations for testing, please advise at the time of application submittal.